



In reply refer to
FILE NO.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

____ REFERRED FOR ACTION
____ ANSWER FOR MY SIGNATURE
____ FOR FILE
____ FOR YOUR INFORMATION
____ FOR SIGNATURE
____ RETURN TO ME
____ PLEASE SEE ME
____ PLEASE TELEPHONE ME
____ FOR APPROVAL
____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

STATE PROJECT NO. _____
F.A.P. NO. _____
ROUTE LA _____
PARISH _____

MEMORANDUM:

TO: MR. *
REAL ESTATE DISTRICT MANAGER

FROM: *
REAL ESTATE AGENT

DATE: *

SUBJECT: PARCEL NO. *
*

Enclosed are the following:

- (1) Copy of each applicable Appraisal Report (via appraisal server).
- (2) Copy of Appraisal Review Sheet covering the subject property (via appraisal server)
- (3) Just Compensation Letter to each referenced owner, with attached Summary of Just Compensation and Certification of Delivery (via e-mail)

***OPTIONAL (if retention value is set)**

- (4) The estimated retention value of the improvements located on the required property is \$*.**

Please contact the referenced owner and begin negotiations for the acquisition of the referenced ownership.

Attachments

cc: Mr. Charles E. Hudson

RECOMMENDED FOR APPROVAL DATE

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APPROVED DATE